

Program A: Administration and Support

Program Authorization: R.S. 36:477

Program Description

The mission of the Administration and Executive Support Program is to request sufficient funds to provide the Office of Community Services staff with the tools and equipment needed to carry out their responsibilities; to monitor the expenditures of those funds; to improve the management and administration of the agency's resources through access to accurate and meaningful information, and to provide human resources services consistent with the Department of Civil Service rules and regulations.

The goal of the Administration and Executive Support Program is to provide administrative and support services to manage the staff and services offered by the Office of Community Services.

The Administration and Executive Support Program includes the following activities: executive administration and general support services, including fiscal, personnel, data processing and planning and budget.

RESOURCE ALLOCATION FOR THE PROGRAM

| | ACTUAL 2000-2001 | ACT 12 2001-2002 | EXISTING 2001-2002 | CONTINUATION 2002-2003 | RECOMMENDED 2002-2003 | RECOMMENDED OVER/(UNDER) EXISTING |
|---|---------------------|---------------------|-----------------------|---------------------------|--------------------------|---|
| MEANS OF FINANCING: | | | | | | |
| STATE GENERAL FUND (Direct) | \$3,597,992 | \$3,636,082 | \$3,636,082 | \$4,329,806 | \$2,265,952 | (\$1,370,130) |
| STATE GENERAL FUND BY: | | | | | | |
| Interagency Transfers | 0 | 0 | 0 | 0 | 0 | 0 |
| Fees & Self-gen. Revenues | 0 | 0 | 0 | 0 | 0 | 0 |
| Statutory Dedications | 0 | 0 | 0 | 224,668 | 823,302 | 823,302 |
| Interim Emergency Board | 0 | 0 | 0 | 0 | 0 | 0 |
| FEDERAL FUNDS | 4,489,195 | 4,473,710 | 4,473,710 | 3,882,803 | 4,739,842 | 266,132 |
| TOTAL MEANS OF FINANCING | \$8,087,187 | \$8,109,792 | \$8,109,792 | \$8,437,277 | \$7,829,096 | (\$280,696) |
| EXPENDITURES & REQUEST: | | | | | | |
| Salaries | \$1,674,474 | \$1,574,103 | \$1,148,000 | \$1,115,439 | \$852,895 | (\$295,105) |
| Other Compensation | 8,813 | 6,656 | 6,656 | 6,656 | 6,656 | 0 |
| Related Benefits | 280,843 | 297,194 | 523,297 | 791,734 | 1,684,260 | 1,160,963 |
| Total Operating Expenses | 1,808,924 | 1,787,366 | 1,718,481 | 1,140,283 | 198,290 | (1,520,191) |
| Professional Services | 0 | 0 | 0 | 0 | 0 | 0 |
| Total Other Charges | 4,314,133 | 4,444,473 | 4,713,358 | 5,383,165 | 5,086,995 | 373,637 |
| Total Acq. & Major Repairs | 0 | 0 | 0 | 0 | 0 | 0 |
| TOTAL EXPENDITURES AND REQUEST | \$8,087,187 | \$8,109,792 | \$8,109,792 | \$8,437,277 | \$7,829,096 | (\$280,696) |
| AUTHORIZED FULL-TIME EQUIVALENTS: Classified | 44 | 26 | 25 | 25 | 21 | (4) |
| Unclassified | 1 | 1 | 1 | 1 | 1 | 0 |
| TOTAL | 45 | 27 | 26 | 26 | 22 | (4) |

SOURCE OF FUNDING

This program is funded with State General Fund, Statutory Dedications, and Federal Funds. The Statutory dedication is the Children's Trust Fund (R.S. 46:2403), and the Deficit Elimination Fund, based on Act 1182 of 2001 Regular Session, which provides funds to eliminate any deficit that occurs in the Office of Group Benefits from operations in FY02-03. (Per R.S. 39:36B.(8), see table below for a listing of expenditures out of each statutory dedicated fund.) The Federal Funds are obtained from Social Security Act, Title XX, Social Services Block Grant (SSBG); Social Security Act, Title IV-B-Part 1; Social Security Act, Title IV-B-Part 2 and Social Security Act, Title IV-E.

| | ACTUAL | ACT 12 | EXISTING | CONTINUATION | RECOMMENDED | RECOMMENDED |
|--------------------------|------------------|------------------|------------------|---------------------|--------------------|---------------------|
| | 2000-2001 | 2001-2002 | 2001-2002 | 2002-2003 | 2002-2003 | OVER/(UNDER) |
| | | | | | | EXISTING |
| Children's Trust Fund | \$0 | \$0 | \$0 | \$0 | \$430,083 | \$430,083 |
| Deficit Elimination Fund | \$0 | \$0 | \$0 | \$224,668 | \$393,219 | \$393,219 |

MAJOR FINANCIAL CHANGES

| GENERAL FUND | TOTAL | T.O. | DESCRIPTION |
|--------------------|--------------------|-----------|--|
| \$3,636,082 | \$8,109,792 | 27 | ACT 12 FISCAL YEAR 2001-2002 |
| | | | BA-7 TRANSACTIONS: |
| \$0 | \$0 | (1) | Transfer 1 position to the Office of the Secretary |
| \$3,636,082 | \$8,109,792 | 26 | EXISTING OPERATING BUDGET - December 20, 2001 |
| \$17,646 | \$24,021 | 0 | Annualization of FY 2001-2002Classified State Employees Merit Increase |
| \$0 | \$0 | 0 | Annualization of FY 2001-2002Unclassified State Employees Merit Increase |
| \$0 | \$0 | 0 | Annualization of FY 2001-2002Unclassified State Teacher Merit Increase |
| \$14,478 | \$19,709 | 0 | Classified State Employees Merit Increases for FY 2002-2003 |
| \$0 | \$0 | 0 | Unclassified State Employees Merit Increases for FY 2002-2003 |
| \$0 | \$0 | 0 | Unclassified State Teacher Merit Increases for FY 2002-2003 |
| \$0 | \$0 | 0 | State Employee Retirement Rate Adjustment |
| \$0 | \$0 | 0 | Teacher Retirement Rate Adjustment |
| \$0 | \$0 | 0 | State Police Retirement Rate Adjustment |
| (\$126,190) | (\$229,436) | 0 | Risk Management Adjustment |
| \$0 | \$0 | 0 | Acquisitions & Major Repairs |
| \$0 | \$0 | 0 | Non-Recurring Acquisitions & Major Repairs |
| \$0 | \$0 | 0 | Non-Recurring Carry Forwards |
| \$0 | \$0 | 0 | Non-Recurring IEB's |
| \$0 | \$0 | 0 | Inflation |
| \$0 | \$0 | 0 | Legislative Auditor Fees |
| \$0 | \$0 | 0 | Rent in State-Owned Buildings |
| \$0 | \$0 | 0 | Maintenance of State-Owned Buildings |
| \$0 | \$0 | 0 | UPS Fees |
| (\$38,384) | (\$71,082) | 0 | Salary Base Adjustment |
| (\$25,498) | (\$47,218) | 0 | Attrition Adjustment |
| \$0 | \$0 | 0 | Personnel Reductions |
| \$0 | \$0 | 0 | Salary Funding from Other Line Items |
| \$0 | \$1,228,809 | 0 | Group Insurance Adjustment |
| \$2,786 | \$4,888 | 0 | Civil Service Fees |

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MAJOR FINANCIAL CHANGES

| GENERAL FUND | TOTAL | T.O. | DESCRIPTION |
|--------------------|--------------------|-----------|---|
| \$0 | \$0 | 0 | State Treasury Fees |
| (\$67,519) | (\$288,381) | (4) | Gubernatorial Position Reduction |
| \$0 | \$0 | 0 | Reserved for Other Statewide Adjustments |
| \$0 | \$0 | 0 | Workload Adjustment - |
| \$0 | \$0 | 0 | Other Annualizations - |
| \$0 | \$0 | 0 | Other Non-Recurring Adjustments - |
| (\$1,143,404) | (\$1,556,711) | 0 | Other Adjustments - Indirect Cost Allocation to the Office of the Secretary |
| \$0 | \$638,750 | 0 | Other Adjustments - Enhanced Funding for IT Projects |
| (\$4,045) | (\$4,045) | 0 | Other Adjustments - Travel Reduction |
| \$0 | \$0 | 0 | Other Technical Adjustments - |
| \$0 | \$0 | 0 | Net Means Of Financing Substitutions - |
| \$0 | \$0 | 0 | New and Expanded Adjustments - |
| \$0 | \$0 | 0 | Miscellaneous adjustments |
| \$2,265,952 | \$7,829,096 | 22 | TOTAL RECOMMENDED |
| \$0 | \$0 | 0 | LESS GOVERNOR'S SUPPLEMENTARY RECOMMENDATIONS |
| \$2,265,952 | \$7,829,096 | 22 | BASE EXECUTIVE BUDGET FISCAL YEAR 2002-2003 |
| | | | SUPPLEMENTARY RECOMMENDATIONS CONTINGENT ON NEW REVENUE: |
| \$0 | \$0 | 0 | None |
| \$0 | \$0 | 0 | TOTAL SUPPLEMENTARY RECOMMENDATIONS CONTINGENT ON NEW REVENUE |
| \$2,265,952 | \$7,829,096 | 22 | GRAND TOTAL RECOMMENDED |

PROFESSIONAL SERVICES

\$0 This program does not have funding for professional services

\$0 TOTAL PROFESSIONAL SERVICES

OTHER CHARGES

\$20,635 Fees for legal services

\$20,635 SUB-TOTAL OTHER CHARGES

Interagency Transfers:

\$2,866,009 To the DSS/Office of the Secretary for allocated share of indirect cost
\$236,122 To the Dept. of Civil Service for personnel services
\$20,372 To the Division of Administration for the Comprehensive Public Training Program
\$1,000 To the Division of Administration for printing services
\$13,884 To the Office of the Treasury for fees
\$1,290,223 To the Division of Administration for Office of Risk Management adjustment
\$638,750 To the DSS/Office of the Secretary for Enhanced Funding for IT Projects

\$5,066,360 SUB-TOTAL INTERAGENCY TRANSFERS

\$5,086,995 TOTAL OTHER CHARGES

ACQUISITIONS AND MAJOR REPAIRS

\$0 This program does not have funding for acquisitions and major repairs

\$0 TOTAL ACQUISITIONS AND MAJOR REPAIRS